



CITY OF KINGMAN – PHYSICAL/WORK CAPACITY

Date Created/Revised

August 2015

CLASSIFICATION: Administrative Secretary

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code	Description Examples:		Physical Demand	Frequency Code	Description Examples:
Standing	O	Making Presentations Observing work site Observing/Conducting work duties Communicating with co-workers		Pushing / Pulling	F	File Drawers Equipment Tables and Chairs Hoses Handling Patients/Suspects
Fine Dexterity	F	Computer Keyboard Telephone Keypad Calculator Calibrating Equipment		Climbing	O	Stairs Ladders Step Stools Onto Equipment On/Out of Terrain On/Out of Hole/Ditches/Work Site
Walking	O	To other departments/offices Around work site		Vision	C	Reading Computer Screen Driving Observing Work Site
Lifting	O	Supplies Equipment Files Patients		Foot Controls	O	Driving Operating Heavy Equipment Operating Dictaphone
Carrying	O	Supplies Equipment Files		Balancing	R	On Ladders On Equipment On Step Stools
Sitting	C	Desk Work Meetings Driving		Bending	F	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients
Reaching	O	For Supplies For Files		Crouching	O	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients
Handling	F	Paperwork Monies		Hearing	F	Communicating Via Telephone/ Radio, to co-workers/public Listening to Equipment Response to Call – Sirens Response to Call/Training – Guns
Kneeling	R	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients		Twisting	O	From Computer to Telephone/ Radio Getting Inside/Outside of Vehicle Handling Patients/Suspects
Crawling	R	Under Equipment Inside Attics/Pipes/Ditches		Talking	F	Communicating via telephone/ radio, to co-workers/public Communicating in person to co-workers/public
Other (describe):				Other: (describe):		

Machines, Tools, Equipment and Work Aids:

Various office equipment, including but not limited to: telephone, fax machine, various copy machines, scanners, shredder, calculator, laminator, stapler, hole punch; vehicles.

Computer Equipment and Software:					
Various computer equipment and software, including but not limited to: Personal Computer, printers, labelmakers; various Microsoft Office Products, H.T.E., departmental software, reporting software, web publishing software, email, Internet, Intranet.					
Environmental Factors:					
Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
<u>Extreme Temperature</u> (heat, cold, extreme temp, changes from outside work)			X		
<u>Wetness and/or Humidity</u> (bodily discomfort from moisture)		X			
<u>Respiratory Hazards</u> (fumes, gases, chemicals, dust and dirt)		X			
<u>Noise and vibration</u> (sufficient to cause hearing loss)		X			
<u>Physical Hazards</u> (high voltage, dangerous machinery, aggressive suspects, arrestees, patients – not customers)	X				
Health and Safety Conditions:					
Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
<input type="checkbox"/> Per Shift ___ hrs per day; <input checked="" type="checkbox"/> Per One Work Week	Never Occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical Hazards		X			
Chemical Hazards		X			
Electrical Hazards	X				
Fire Hazards	X				
Explosives	X				
Communicable Diseases		X			
Physical Danger or Abuse	X				
Other: Specify -					
Primary Work Location:					
<input checked="" type="checkbox"/> Office Environment		<input type="checkbox"/> Warehouse			
<input type="checkbox"/> Shop		<input type="checkbox"/> Vehicle			
<input type="checkbox"/> Outdoors		<input type="checkbox"/> Recreation Centers/Neighborhood Centers			
<input type="checkbox"/> Other: Specify -					
Protective Equipment Required:					
None					
Job Demands:					
Overall Strength Demands					
<input type="checkbox"/> Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time				
<input checked="" type="checkbox"/> Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree				
<input type="checkbox"/> Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly				
<input type="checkbox"/> Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 up to 20 pounds constantly				
<input type="checkbox"/> Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 up to 50 pounds constantly				
<input type="checkbox"/> Other					

Non - Physical Demands

	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations		X		
Frequent Change of Tasks	X			
Irregular Schedule/Overtime	X			
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work		X		
Noisy/Distracting Environment		X		
Other: Specify -				

Employee Sign-Off: I have read through the physical and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the physical/working demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities/physical-working demands of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodation, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:	Date:
Employee Name Printed:	